

1130 DELEGATIONS OF AUTHORITY

Travel 14

Use of Noncontract Air Carriers and Foreign Air Carriers

Issuing Office: OFM 435-2927

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1. **Explanation of Material Transmitted:** This delegation is revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
 2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 14, dated 07/22/99

Insert: NIH Manual 1130, Travel No. 14, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authorities Delegated

1. To authorize and approve the use of noncontract air carriers when the exceptions specified by GSA are met and certified on the travel order or voucher, as provided in Federal Travel Regulations, 41 CFR 301 or in Joint Federal Travel Regulations, as appropriate.
2. To authorize and approve the use of a foreign air carrier as provided in FTR, 41 CFR 301 or in Joint Federal Travel Regulations, as appropriate.

To Whom Delegated	Area of Authority
Deputy Director, NIH	NIH
Deputy Director for Management, NIH	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Areas
OD Executive Officer	OD with the exception of ORS

Limitations/Guidance

1. Each of the authorities delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. Reimbursement may not exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the limits of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the limits of the continental United States.
4. These authorities govern both domestic and international travel while on official government business.
5. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the delegation is made. A copy of the redelegation must also be sent to the respective administrative office.
6. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

With the exception of the IC Director/Deputy Director travel, these authorities may be redelegated. However, they should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

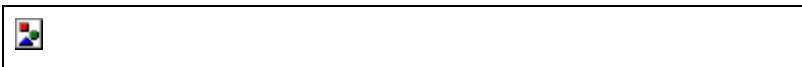
Citations

1. 5 U.S.C. 302, 5701, 5702 and 31 U.S.C. 1353, as amended
2. 42 U.S.C. 203, 216, 281, and 3506, as amended

3. Federal Travel Regulations, 41 CFR 301 and 304, Part 304-1, "Acceptance of Payment From A Non-Federal Source for Travel Expenses"
4. Joint Federal Travel Regulations
5. HHS Travel Manual Chapter 1-70
6. Travel Expense Act of 1949 (Pub. L. 94-22)
7. Foreign Relations Authorization Act, Fiscal Year 1978 (Pub. L. 95-105)
8. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
9. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))
10. Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635, especially Subpart B, "Gifts From Outside Sources"

/s/
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Director, NIH

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